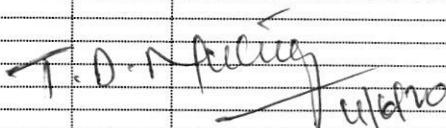


Prepared by:	T.D. Murthy			
Date:			4/6/2020	
Site:	Serene Constructions LLP			Date
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?
150231	13/05/20	MS Grills	Supplier arranging for materials	If material is not delivered - is delay justified?
150238	15/05/20	Anchor Bolts	Saturday delivery	
150239	16/05/20	External paint	Stock at SSLLP, collect from stores	
150241	16/05/20	CPVC Materials	Stock at SSLLP, collect from stores	
150246	20/05/20	Marble Cutting Machine	Cancelled by M.D.	
150251	20/05/20	CC Rings	Local purchase by site.	
				

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp			Date:	30-05-2020
Site:	Serene farm			Prepared by:	M Mahesh
Report From / To	25-05-2020 to 30-05-2020			Approved by:	Syed.Golam Sarwar
Report Date	30-05-2020				
List of requisitions numbers missing in the report*:					
List of requisitions where PO/WO not prepared 3 working days after requisition: NIL					
Req No.	Req Date	Serial No of item in Req	Item Description	Reason for not preparing PO/WO	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with Supplier	
150231	13-05-20	1 to 9	Black Powder Coated MS- Grills	Supplier arranging for materials	
150238	15-05-20	6	Anchor bolts	Supplier arranging for materials	
150239	16-05-20	3	External Paint	Supplier arranging for materials	
150241	16-05-20	1,2,6,7,11,12,14,15, 16,19,21	CPVC Material	Supplier arranging for materials	
150246	20-05-20	1	Marble Cutting machine	PO to be issue	
150251	20-05-20	1	CC Rings	Req.No: Not found in database	
No. of gate passes issued this week:			Nil	Form No.	Nil
Delivery van site visit on:			30-05-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	To No.	Nil
DC register Sl. No. during the week			From No.	5061	To No. 5070
Items not ordered but received:					
Items sent to HO /vendor that are pending for repair: NIL					
Other corrections & remarks:					
Details					
Project Manager					
Sign	Syed.Golam Sarwar		Admin Officer/Manager	Admin Audit	
Date	30-05-2020		M.Mahesh		
			30-05-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!